

BAKER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2054(0587)	Baker I	10	381	6 mo.	01/29/97
0605(0587)	Baker II	10	381	6 mo.	05/07/97
0603(0587)	Baker III	10	381	6 mo.	01/29/97
3441(0587)	Baker IV	10	381	6 mo.	01/29/97

Promotional Line: 24

Series Narrative

Employees in this series perform duties involved in the production of baked goods.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Baker I **2054(0587)**

Employees at this level perform unskilled and semi-skilled duties in the production of baked goods. They work under direct supervision from a designated supervisor.

A Baker I typically –

1. assists in the mixing, kneading, molding, panning, proofing, and baking of breads, pastries, and other bakery goods
2. measures and mixes ingredients as directed
3. operates bakery machinery and equipment (such as scales, dough mixers, molders, and bread slicers)
4. greases pans or lines them with wax paper to receive dough and batter
5. cleans bakery and baking equipment and machinery
6. lights ovens and regulates temperatures as directed
7. stores bakery supplies and materials
8. performs other related duties as assigned

Level II: Baker II **0605(0587)**

Employees at this level perform skilled duties in the production of baked goods. They work under direct supervision from a designated supervisor.

A Baker II typically –

1. assists in the rolling, cutting, and baking of breads, rolls, muffins, biscuits, and similar items
2. assists in baking cakes, cookies, cobblers, pies, puddings, doughnuts, and other desserts
3. assists in preparing icings, toppings, fillings, and sauces for baked goods
4. operates baking machines and equipment (such as scales, dough mixers, molders, proof boxes, and ovens)
5. cleans bakery and baking equipment and machinery
6. assist in the supervision of subordinates as requested
7. performs other related duties as assigned

Level III: Baker III**0603(0587)**

Employees at this level are responsible for the production of baked goods in an unspecialized bakeshop or in a specialized unit of a multi-unit bakery, supervision of subordinates, and participation in the production of baked goods. They work under general supervision from a designated supervisor.

A Baker III typically –

1. mixes, kneads, molds, pans, proofs, and bakes breads, rolls, biscuits, muffins, and similar items
2. prepares and bakes cakes, cookies, cobblers, pies, puddings, doughnuts, and other desserts
3. prepares icings, toppings, fillings, and sauces for baked goods
4. operates baking machines and equipment (such as scales, dough mixers, molders, proof boxes, ovens and bread slicers)
5. supervises and assists in the cleaning of the bakery and bakery equipment and machinery
6. supervises subordinates
7. performs other related duties as assigned

Level IV: Baker IV**3441(0587)**

Employees at this level are responsible for the planning, operation, and review of a multi-unit bakery and supervising subordinates. They work under direction from a designated supervisor.

A Baker IV typically –

1. supervises the manual or mechanical processing and production of all types of bakery goods and participates in these duties as required

2. employs and trains bakery personnel; organizes the work of bakery personnel
3. plans, prepares, and processes bakery products for freezing, storing, and future deliveries
4. prepares standardized formulas and recipes for the mixing of doughs and introduces new formulas and recipes as required
5. is responsible for inspecting and approving the quality standards of finished bakery products before releasing for delivery
6. requisitions, advises on the purchase of, and inspects all bakery ingredients used in the large-scale production of bakery products
7. reviews ingredient specifications, quantity requirements, order timing, and related procurement problems with purchasing division
8. maintains records, establishes inventory control, and prepares cost analyses and other reports related to the procurement and production of bakery products
9. receives, weighs, inspects, stores, and is accountable for all ingredients used in the production of bakery products
10. interviews salespersons as required
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Baker I

2054(0587)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Baker II

0605(0587)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience as a Baker I or comparable work experience in a bakery

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level III: Baker III**0603(0587)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience as a Baker II or comparable work experience in a bakery

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level IV: Baker IV**3441(0587)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of experience in bake shop production of bakery products, two of which were in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability

Baker I	Edited
Baker II	Edited
Baker III.....	Edited
Baker IV.....	Edited